



COMMONWEALTH *of* VIRGINIA

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May 14, 2004

To: Agency IT Resources and Procurement Officers
From: Susan Woolley, Director of Supply Chain Management
Subject: Ordering Process for IT Goods and Services through eVA

In order to leverage eVA, the Commonwealth's award-winning electronic procurement portal, and ensure a smooth transition to a standardized, statewide process, eVA will serve as the foundation to order and receive IT goods and services. The decision to use eVA supports the Governor's Virginia Excels: Best-Managed State Initiative announced May 10. The third management objective of this Initiative is to "achieve \$3 billion per year spend through eVA, all with registered vendors, using the full range of advanced eVA electronic procurement tools."

Effective July 1, 2004, all agencies that have transitioned to VITA will enter requests for IT-related goods and services that will be owned by VITA into eVA, after your agency's internal business requirements and approvals have been secured. All orders will be executed and tracked through eVA, from requisitioning through receiving and reconciliation.

To assist you and your agency with the new ordering process, VITA will provide more detailed information within the next few weeks. In partnership with VITA, the Department of General Services (DGS) will provide training on the IT ordering process and eVA during the month of June for individuals involved with or impacted by the IT ordering process. Training opportunities outside the Richmond area will be announced through DGS/DPS, and individual, one-on-one sessions can be arranged as availability permits.

Please forward this announcement to others in your Agency who may be impacted by this change. VITA will make every attempt to be responsive and flexible to your needs in order to make this change successful and support the Governor's directive to use eVA fully. To that end, VITA has established an Agency Review Committee of customer representatives from each Secretariat to provide feedback into the process. Please contact VITA Supply Chain Management, or your Agency IT Resource or VITA Service Level Director with questions.

For more information about eVA, <http://www.eva.state.va.us/index.htm>. For more information about the Governor's Management Objectives, visit <http://www.vaexcels.governor.virginia.gov>.

I personally want to thank you for your cooperation in this change as we move forward together for the benefit of the Commonwealth.